

## City Clerk

### Mission Statement

The mission of the City Clerk's Office is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

### Council Priorities Addressed

- More Effective Communication with the Public

### Major 2001/02 Priorities

- Redistricting Committee to continue reviewing realignment of Ward boundaries based on the 2000 Federal Census; make recommendations to the City Council.
- Complete the reviewing and indexing of City archive records.
- Prepare and distribute agendas, packets, and minutes for City Council, Redevelopment Agency, and City Council standing committee meetings.
- Accept Statements of Economic Interests from the City's over 400 filers.
- Electronically update Riverside Municipal Code immediately upon effective date of new ordinances and publish quarterly supplements to printed version.
- Implement computerized tracking of contracts, leases, and agreements.

### **Programs and Program Goals**

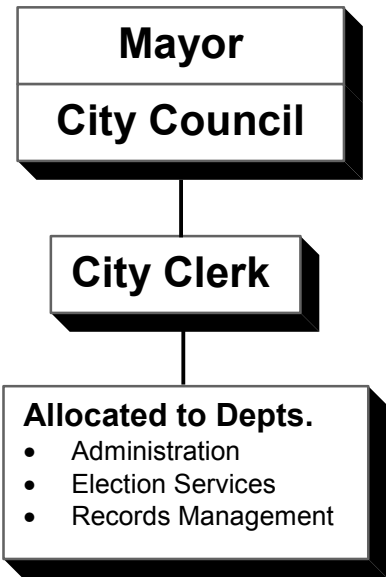
#### **FY 2001/02**

**Legislative Services Program:** To provide administrative and technical support to the City Council and the public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with State and municipal requirements.

**Elections Program:** To administer the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with State and municipal requirements.

**Records Management Program:** To preserve and protect the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with state and municipal requirements.

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Description of the Service

The City Clerk’s Office is organized around Administration, Election Services, and Records Management. Administration is charged with the responsibility of recording the proceedings of the City Council (approximately 56 meetings per year), Redevelopment Agency (approximately 24 meetings per year), and City Council standing committees (approximately 120 meetings per year); preparing and distributing the City Council, Agency, and standing committee meeting agendas and minutes; providing publication of public hearing notices; conducting research of City Council and Agency actions; maintaining the official records of the City and Agency; and maintaining the Municipal Code.

The Office also accepts passport applications; provides Notary Public service for City documents; processes claims filed against the City; serves as secretary to the Parking Authority, Economic Development Authority, Industrial Development Authority, and Public Financing Authority; and acts as filing officer for required disclosures under the Political Reform Act for City elected officials, candidates, board and commission members, and designated employees. The City Clerk is also responsible for the Board and Commission recruitment/selection process.

Election Services is responsible for conducting municipal elections in accordance with all applicable City, State, and Federal laws. The next municipal election will be held for the Mayor and for Councilmembers of Wards 2, 4, and 6 on Tuesday, November 6, 2001.

Records Management administers the contract service that receives and maintains inactive and semi-active records for City departments, including approximately 5,000 boxes; assists each department in establishing records retention and destruction schedules in conformance with need and applicable laws; and has custody of the City archives, which includes historical records of the City dating back to the 1880s.

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### **Recent Accomplishments**

- In April 2001, the Redistricting Committee began reviewing the realignment of Ward boundaries based on the 2000 Federal Census.
- Reviewed and indexed two-thirds of the City archive records.
- Electronically updated Riverside Municipal Code immediately upon effective date of new ordinances and published quarterly supplements to printed version.
- Launched City Clerk Online on the City's website.
- Published the Riverside Municipal Code Book on the City's website.
- Opened the Passport Acceptance Facility in August 2000.